

Minutes of the Finance Committee

Wednesday, August 21, 2002

Chair Haukohl called the meeting to order at 8:47 p.m.

Present: Supervisors Pat Haukohl (Chair), Genia Bruce, Joe Griffin, and Joe Marchese. Don Broesch arrived at 8:52 p.m. and Mike Sonnentag arrived at 8:57 a.m. Sonnentag left the meeting at 10:53 p.m. and Broesch left at 11:45 p.m. **Absent:** Jim Behrend.

Also Present : Legislative Policy Advisor Mark Mader, Administration Director Norm Cummings, Information Systems Manager Mike Biagioli, Public Works Director Rich Bolte, Senior Civil Engineer Karen Braun, Accounting Services Manager Larry Dahl, Principal Financial Projects Analyst Bob Ries, Sheriff Business Manager Tom Koth, Deputy Inspector Dan Trawicki, Register of Deeds Mike Hasslinger, Programs & Projects Analyst Jennifer Dubberstein, Senior Financial Analyst Andy Thelke, Budget Manager Keith Swartz, Senior Financial Analyst Mike Baniel, Deputy Health & Human Services Director Ernie Messinger, Administrative Services Manager Russ Kutz, Long Term Care Manager Jack Bodien, Risk Management Administrator Laura Stauffer, and Senior Risk Management Analyst Jeff Newcomb.

Approve Minutes of August 7, 2002

MOTION: Bruce moved, second by Griffin to approve the minutes of August 7. Motion carried 4 -0.

Executive Committee Report

Haukohl advised of the following issues discussed at the last Executive Committee meeting

- Approved the museum resolution by a 4 -3 vote as amended stating that the County will go forward if the City of Waukesha commits to their loan, and that the County's building operations grant will be reduced \$12,000 each year beginning in 2003. This is scheduled to return to the full County Board next Tuesday.

Broesch arrived at 8:52 p.m.

- Reviewed the Wisconsin Counties Association (WCA) resolutions, none of which were controversial. This will be on next Tuesday's County Board agenda and each resolution may be pulled for discussion upon request.
- Heard an update on the Act 150 Committee of the Federated Library System. A new Act 150 Committee will begin meeting in September. They anticipate that a plan will be in place by March with regard to the funding formula, intersystem use, standards, potential library mergers, etc.

Sonnentag arrived at 8:57 a.m.

Schedule Next Meeting Dates

September 18th.

Status Report on Finance Committee Capital Projects

Cummings and Biagioli discussed this issue as outlined in the handout entitled "Information Systems 2002 Capital Project Review."

Phase II automation (the in-house system) for Health & Human Services has been completed and is in production. The RFP for a packaged case management system and a new medical billing accounts receivable package was sent out about three weeks ago and proposals are due back August 27th.

Regarding the tax records replacement project, an RFP will be published in January of 2003 and to date, no funds have been spent on this project.

The RFP process for the Justice System Redevelopment for the selection of a combined Law Enforcement and Detention Management system was not finalized because of the Shared Dispatch Center's impact on this overall process. Instead, as a single vendor package for Computer Aided Dispatch, the Police Records Management System, and the Detention Management System made the best sense for the County. The State of Wisconsin installed new statewide DA/LAN systems in the District Attorney's Office. The County purchased state approved desktop PC's for all County employees in the District Attorney's Office, paid for with End User Technology Funds. Phase 2 is set to commence in November of this year. Funds will be used to convert the system from the current County IJIS System to the new State DA/Protects system.

With regards to the Information System Infrastructure, remote access to the County systems is the major goal for this capital project. Systems Technology is currently in the process of upgrading this ability for remote users of the County systems. This will probably bridge into the 1st quarter of 2003.

Regarding Intranet/Internet Infrastructure, the migration of Oracle Government Financials to the web enabled version was completed. A further upgrade is being planned due to functional issues. The GIS system was successfully converted and is now available on the County's Intranet. Additional functions are planned for October of this year. The Internet has been enhanced to allow for vendors to do business with the County via the Internet, particularly with regards to Purchasing Division activities. The County park/golf registrations system is in test. The County Board website has been updated allowing citizens to find out who their County Board Supervisors are and how to contact them.

The engineering phase with regards to the joint venture between the County and the City of Waukesha for a fiber link between County facilities is underway. An RFP will be issued and completion is scheduled for late this year.

A detailed study of the Voice Over Internet Protocol was completed this spring. It was determined that industry choices did not deliver the return on investment to move forward with that technical solution. Therefore, negotiations for a new Centrex solution are underway.

Ordinance 157-045: Transfer Jurisdiction of Highways with Village of Wales

Bolte discussed this issue which involves approving a jurisdictional transfer agreement to transfer 1.8 miles of C.T.H. G to the Village of Wales from the County. The agreement requires the County to fund the resurfacing of this portion of roadway by December 31, 2003. It's estimated this will cost about \$110,000 and it's included in Capital Project 9715. The agreement also obligates the County to rehabilitate a wooden bridge to a bicycle bridge by December 31, 2004 and \$120,000 is currently budgeted for that purpose in Capital Project 9007. The Town will accept all costs for ongoing maintenance and repairs and the estimated annual County savings is about \$19,900.

MOTION: Broesch moved, second by Griff into approve ordinance 157 -O-045. Motion carried 6 -0.

Ordinance 157-046: Determination of Necessity and Relocation Order for the Expansion of the Waukesha County Justice Center Waukesha County Project 200211

Bolte and Braund discussed this ordinance which involves purchasing a parcel to accommodate the Justice Center expansion project as planned in the County Grounds Master Plan Acquisition Capital Project. Braund distributed detailed information on this parcel located at 1204 Buena Vista Avenue. A agreement has been signed with the current owner to acquire the parcel for \$140,000. Relocation benefits to be paid to the current owner are about \$4,000 and some moving costs may also be paid. Braun noted that these payments are dictated by statutory law. Demolition costs will be determined later due to the need to test for asbestos. Funds for the acquisition have been appropriated in Capital Project 200211.

MOTION: Bruce moved, second by Broesch to approve ordinance 157 -O-046. Motion carried 6 -0.

Ordinance 157- 047: Amend Sheriff's Department 2002 Budget -Expenditure of Seized Funds

Koth and Trawick discussed this ordinance which authorizes the appropriation of \$52,603 for distribution to participating agencies in the Metro Drug Unit to expend these funds as allowed by federal guidelines for asset forfeitures.

MOTION: Bruce moved, second by Marchese to approve ordinance 157 -O-047. Motion carried 6 -0.

Contract Procurement Process for Auditing Services

Dahl and Rieswe represent to discuss this issue. The contract was awarded to Virchow Krause & Company, the highest rated proposer, for a total contract cost of \$269,900 for a three-year period. The first year budgeted amount was \$96,850 and the first year contract cost is \$86,500. A total of 12 RFP's were sent to potential vendors and one was returned for consideration. Griffin asked why only one bid? Dahl said it's probably due to insufficient staff on their part primarily because the new Governmental Accounting Standards Board (GASB) rules are taking much of their time. Broesch, a member of the evaluation committee, said even though there was only one proposal it was a good one.

MOTION: Marchese moved, second by Bruce to approve the contract procurement process for auditing services. Motion carried 6 -0.

Correspondence

Hauko said she received an invitation from Deputy Inspector Dan Trawick to attend the Waukesha County Sheriff's Department Awards Recognition Night on Tuesday, August 27th at 6:30 p.m. She also advised of a memo from County Board staff to committee chairs asking their availability to appear at Finance Committee meetings when the committee reviews 2003 departmental operating budgets. Hauko distributed copies of the most recent Executive Committee correspondence list.

Ordinance 157- 044: Additional Expenditures and Revenues for the Register of Deeds Office

Hasslinger discussed this ordinance which involves increasing their expenditure authority due to an increased workload because of recent mortgage refinancings. These are cost charges from the Records Management Division for microfilming the documents. They have exceeded their revenues by almost \$900,000, of which \$90,000 will be used to pay these charges.

MOTION: Marchese moved, second by Bruce to approve ordinance 157 -O-044. Motion carried 6 -0.

Sonnentag left the meeting at 10:53 p.m.

Mid-Year Status Report on General Funds

Swartz and Bani discussed this issue as outlined in their report entitled "6 Months - 2002 Budget Monitoring Summary Report - General Fund Operations." For six months of 2002, General Fund actual operating expenditures were at \$34.7 million or 46.5% of the total modified expenditure budget versus expenditures for the same period in 2001 which were at \$32.8 million or 47.1% of total 2001 actual expenditures. Operating revenues achieved during the first six months of 2002 were \$13.5 million or 44.9% of the modified revenue budget. This compares to the first six months of 2001 when revenues of \$12.8 million were approximately 41.5% of the total revenues earned for 2001. Staff reviewed each fund per agency/department as outlined in the report.

Contingency Fund Status Report

Swartz distributed copies of "Summary of 2002 Contingency Fund Transactions Through March 31, 2002." The only expenditure to date has been \$80,000 for the recent Expo Center improvements for the GE event which was authorized in ordinance 156 -O-127 entitled "Authorize the Acceptance of Donations

and Create Capital Project for the Waukesha County Exposition Center." The fund balance is \$1,270,000.

Broesch left the meeting at 11:45 a.m.

The committee recessed at 11:45 a.m. and reconvened at 12:32 p.m.

Ordinance 1570- 048: Appropriate Medical Assistance Waiver Funding for the Department of Health and Human Services

Bodien and Messinger discussed this ordinance which involves accepting \$1,386,826 in Medical Assistance Waiver Funding. Funds will be used to relocate or divert eligible people from state centers for the developmentally disabled, intermediate care facilities specializing in mental retardation services, and skilled nursing facilities in order to reduce waiting lists for residential placements. For informational purposes, Bodien distributed copies of "Medical Assistance Waiver Programs" which identified the types of programming these funds would be used for. Messinger noted this is the most Community Aids funding they've seen in the last five years. This ordinance results in no additional tax levy.

MOTION: Bruce moved, second by Griffin to approve ordinance 1570-048. Motion carried 4 -0.

Ordinance 1570- 049: Appropriate Wisconsin U.S. Center for Disease Control Bioterrorism Funding from the State Division of Public Health to the Waukesha County Department of Health and Human Services

Messinger discussed this ordinance which involves accepting \$55,729 in grant funding for bioterrorism local and regional consortium planning, basically for training, effective January 1, 2002 through December 21, 2002. Staff distributed copies of "Waukesha County Public Health Division Bioterrorism Grant Funding and discussed same as outlined." This ordinance results in no additional tax levy.

MOTION: Marchese moved, second by Bruce to approve ordinance 1570-049. Motion carried 4 -0.

2nd Quarter Status Report on Claims

Stauffer and Newcomb reviewed the "Waukesha County Claims History 1998 - 2002." Regarding general liability, 10 claims opened in the 2nd quarter and six were still open at the end of the 2nd quarter. The total incurred during this quarter was \$56,446. There were 11 auto liability claims opened and 4 remained opened. The total incurred was \$11,695. With regard to auto physical damage, 14 claims were opened and 4 remained open. The total incurred was \$28,336. There were 14 property damage claims opened and 10 remained open. The total incurred was \$28,771. Regarding Worker's Compensation claims, 61 were opened and 28 remained open. The total incurred was \$156,611. Stauffer highlighted the larger claims that were opened and those that closed.

Future Agenda Items

- Status Update by Administration Director Cummings on the Electronic Document Management System, Capital Project #20027

MOTION: Marchese moved, second by Griffin to adjourn at 1:31 p.m. Motion carried 4 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin
Secretary